

Registration Form – 2004



BY PHONE

To Receive a Registration Form call Toll-free: **888-892-2377**

BY FAX

All Registration Forms *must* be faxed to our office. We cannot guarantee a space in the Institute if we do not receive a faxed copy of the registration form. Fax the completed registration form with credit card information (MasterCard, Visa, American Express, and Diner's Club accepted) or a copy of your approved purchase order to **888-302-9390**, 24 hours a day, 7 days a week.

The hard copy of the purchase order must be mailed to the following address:

Houghton Mifflin Professional Development
1900 S Batavia Ave.
Geneva, IL 60134
Attn: Celeste Beckford

CONFIRMATION/CANCELLATIONS

Registration will be confirmed upon receipt of payment or purchase order. Cancellations must be made 10 days prior to the institute date to receive a refund. A \$25.00 service fee will be assessed for all cancellations. Registrations are transferable upon request.

PLEASE PRINT OR TYPE CLEARLY. FILL OUT COMPLETELY AND FAX OR MAIL TO THE ADDRESS ABOVE.

Name _____ Position: _____

School Name: _____ District Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Work #: _____ Home #: _____

Fax #: _____ E-mail: _____

Intervention Institute Location (City/State): _____

INSTITUTE OPTIONS (please check one)

1-79964 Knowing Mathematics Institute \$399 (Includes the following : training booklet and 1 copy of a grade appropriate Teacher's Manual.

Please select the appropriate TE needed: _____ 4th Grade
_____ 5th Grade
_____ 6th Grade

PAYMENT INFORMATION (please check one)

_ Purchase order (**needs to be received by April 22, 2004**)

_ American Express

_ Diner's Club

_ Check/Money Order (payable to Houghton Mifflin)

Visa

MasterCard

Credit Card/PO Number _____ Exp Date _____

Indicate Type of Credit Card _____ Personal Credit Card _____ School Credit Card _____

Signature _____

FOR OFFICE USE ONLY

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